

# ***Santa Rosa County Building Inspection Department***

## **Swimming Pool (Residential or Commercial)** **Building Permit Application**

### **SUMMARIZED CHECK LIST FOR SUBMITTING BUILDING PLANS**

1. **BUILDING PERMIT APPLICATION.** A current Building Permit Application form is to be completed and submitted for all construction projects. Please use the appropriate form.
2. **CERTIFIED SURVEY OR PLOT PLAN.** A plot plan or a site plan is required for all construction projects to include new construction, additions, and renovations. The plot plan is to show the property dimensions and the location of all proposed and existing structures to include the distance from the proposed construction to the property lines. The plot plan is to include the location of the pool, identify the depth of the pool, and distance from the pool to the property lines.
3. **PARCEL NUMBER & STREET ADDRESS.** The Parcel Number (Tax ID number) from the Property Appraiser (983-1880) and the street address form from the Postal Coordinator (981-7150) are required.
4. **CITY APPROVAL.** If the project is located within the city limits of Milton, Gulf Breeze, or Jay, prior approval is required. The city documents and/or approval stamps are required to be submitted by the customer to this office when applying for a Building Permit.
5. **ZONING APPROVAL.** All commercial projects must provide this department with the Santa Rosa County Zoning and Engineering Development Approval.
6. **PLANS.**
  - a. When required a cut view detail of the pool is to be provided.
  - b. When required, projects located on Navarre Beach and in FEMA designated FLOOD ZONE "V", the plans must be designed and sealed by a Florida State Certified Architect or Engineer.
  - c. All commercial projects must provide 2 complete sets of Florida Engineer or Architect designed and sealed plans and construction details.
7. **BARRIER/ALARM ACKNOWLEDGEMENT FORM.** All pools will provide a notarized copy of the Barrier/Alarm Acknowledgement Form. See page 4 of this application.
8. **NOTICE OF COMMENCEMENT.** The recorded Notice of Commencement is required if the project's cost of construction is \$2,500 or more. Blank forms are located at Building Inspection Department for your convenience. The form is to be completed, notarized, and recorded with the Clerk of Court located at the Court House. The recorded copy of the Notice of Commencement is to be submitted to the Building Inspections Department before any inspections will be made and a copy must be posted on the job site.
9. **HRS APPROVAL.** All commercial projects will provide HRS approval.

# Santa Rosa County Building Inspection Department

## Swimming Pool (Residential or Commercial) Building Permit Application

### THIS SECTION IS FOR OFFICE USE ONLY

Date _____	Project Number _____
Zoning Classification _____	Flood Zone _____
Approved By _____	Accepted By _____

[permits@co.santa-rosa.fl.us](mailto:permits@co.santa-rosa.fl.us)

In order to process this permit in a timely manner please complete the entire form and submit all required documentation as listed on this application. All required plans must accompany this application and be approved by PLAN REVIEW prior to permit issuance.

### Property Information:

- Property Owner's Name \_\_\_\_\_
- Complete Address of Property \_\_\_\_\_
- Fee Simple Titleholder's Name & Address \_\_\_\_\_
- Property Parcel Number: Sec \_\_\_\_\_ Twnshp \_\_\_\_\_ Rng \_\_\_\_\_ Subdiv \_\_\_\_\_ Blk/Parcel \_\_\_\_\_ Lot \_\_\_\_\_
- Subdivision Name \_\_\_\_\_
- Driving Directions \_\_\_\_\_
- Is the Property Located within the City Limits of **GULF BREEZE, MILTON, or JAY**? Yes \_\_\_\_\_ ; No \_\_\_\_\_
- Is the Property a Corner Lot? Yes \_\_\_\_\_ ; No \_\_\_\_\_

- Notice of Commencement Yes \_\_\_\_\_ No \_\_\_\_\_ Cost of Construction \$ \_\_\_\_\_
- Pool Length \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_
- Will There be a Pool Enclosure to be Added in the future? Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTE: Any Pool Enclosure will Require a Separate Permit**

### Notice of Commencement:

1999 Florida Statutes, 713.135.1(a):

**"WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT."**

Name of Person Applying for Permit _____	Phone Number ( ) _____
Mailing Address _____	Fax Number ( ) _____
Contractor State Registration Number _____	
If You are a Contractor, Provide Your Company Name _____	

## DISCLOSURE STATEMENT

### 1999 Florida Statutes, 489.103 (7)

State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor with certain restrictions even though you do not have a license. You must provide direct, onsite supervision of the construction yourself. You may build or improve a one-family or two-family residence or a farm outbuilding. You may also build or improve a commercial building, provided your costs do not exceed \$75,000. The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built or substantially improved yourself within 1 year after the construction is complete, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person to act as your contractor or to supervise people working on your building. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. You may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

**1999 Florida Statutes, 713.135 (6)** Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

**Time limitation of application:** An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the day of filing, unless such application has been pursued in good faith or a permit has been issued.; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extensions shall be requested in writing and justifiable cause demonstrated.

**Conditions of the Permit:** Every permit issued shall become invalid unless the work authorized by such permit is commenced within six (6) months after its issuance or if the work authorized by such permit is suspended or abandoned for a period of six (6) months after the time the work is commenced. Work shall be considered to be in active progress when the permit has received an **approved** inspection within 180 days.

**OWNER'S AFFIDAVIT: I certify that all the foregoing information (pages 2 through 6 of this application) is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.**

**I understand all REQUIRED INSPECTIONS will be requested of the work permitted herein. Compliance will be strictly enforced. No work whatsoever will commence until the Building Permit has been issued. This permit is VOID after six (60) days from issuance unless the work which it covers has been commenced.**

\_\_\_\_\_  
**Owner/Agent Signature**  
(Including Contractor)

\_\_\_\_\_  
**Contractor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Notary as to Contractor**  
My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
**Notary as to Contractor**  
My Commission Expires: \_\_\_\_\_

**SWIMMING POOL BARRIER REQUIREMENT  
OWNER'S CERTIFICATE OF ACKNOWLEDGEMENT**

I, \_\_\_\_\_, now engaging or about to engage in the construction of a swimming pool upon my own premises as described on the required building permit application and located in Santa Rosa County, Florida, do hereby acknowledge the requirement of an approved barrier at least 48 inches (4 feet) above grade, measured on the side of the barrier which faces away from the swimming pool, is to be erected prior to filling the pool with water. Furthermore, I acknowledge the requirement of an alarm on all doors within a dwelling unit having direct access to the pool through a wall (or walls) that serves as part of the barrier.

I further acknowledge that the foregoing is required by Section 315 of the Standard Swimming Pool Code and County Ordinance 93-08 relating to adoption of said code.

\_\_\_\_\_  
Owner's Name (Please Print)

\_\_\_\_\_  
Owner's Signature

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, in \_\_\_\_\_, Florida. The foregoing instrument was acknowledged before me by \_\_\_\_\_ who has is known personally by me or who has produced \_\_\_\_\_ as identification and did/did not take an oath.

\_\_\_\_\_  
Notary Public

### **NORMAL SEQUENCE OF INSPECTIONS:**

1. POOL FOOTING/PRESSURE INSPECTION.
2. ELECTRICAL ROUGH INSPECTION. This inspection is for the electrical bonding.
3. GAS ROUGH INSPECTION. (If required.)
4. ELECTRICAL FINAL INSPECTION.
5. GAS FINAL INSPECTION. (If required.)
6. POOL FINAL INSPECTION. This inspection is for the Alarms and Barrier compliance.



\_\_\_\_\_ **Permit Number**

**Residential Swimming  
Pool, Spa and Hot Tub  
Safety Act**

***NOTICE OF REQUIREMENTS***

I (We) acknowledge that a new swimming pool, spa or hot tub will be constructed or installed at \_\_\_\_\_, and hereby affirm that one of the following methods

(Please Print Street Address)

will be used to meet the requirements of Chapter 515, Florida Statutes.

(PLEASE INITIAL THE METHOD(S) TO BE USED FOR YOUR POOL)

\_\_\_\_\_ The pool will be isolated from access to the home by an enclosure that meets the pool barrier requirements of Florida Statutes 515.29; (if home is part of enclosure – item 3 must be initialed also.)

\_\_\_\_\_ The pool will be equipped with an approved safety pool cover that complies with ASTM F1346-91 (Standard Performance Specifications for Safety Covers for Swimming Pools, Spas and Hot Tubs);

\_\_\_\_\_ All doors and windows providing direct access from the home to the pool will be equipped with an exit alarm that has a minimum sound pressure rating of 85 decibels at 10 feet and is hardwired to the house electrical system or plug in type.

\_\_\_\_\_ \*\*Note: Battery Type alarms must meet UL 2017. All types of alarms must have a pass thru button.

\_\_\_\_\_ All doors providing direct access from the home to the pool will be equipped with self-closing, self latching devices with release mechanisms placed no lower than 54" above the floor or deck. All windows providing direct access from the home to the pool will be equipped with an exit alarm that has a minimum sound pressure rating of 85 decibels at 10 feet and is hardwired to the house electrical system or plug in type

I understand that not having one of the above installed at the time of final inspection, or when the pool is completed for contract purposes, will constitute a violation of Chapter 515, F.S. and will be considered as committing a misdemeanor of the second degree, punishable by fines up to \$500 and/or 60 days in jail as established in Chapter 775, F.S.

\_\_\_\_\_  
Contractor's Signature and Date

\_\_\_\_\_  
Owner's Signature and Date

\_\_\_\_\_  
Contractor's Name and License #

\_\_\_\_\_  
Owner's Name (Please Print)

STATE OF Florida  
COUNTY OF Santa Rosa

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_. BY \_\_\_\_\_ WHO IS PERSONALLY KNOWN TO ME OR WHO HAS PRODUCED \_\_\_\_\_ AS IDENTIFICATION, AND WHO DID (OR DID NOT) TAKE AN OATH.

\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_\_